



DEPARTMENT OF TOXIC SUBSTANCES CONTROL CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	RELEASE DATE:	Monday, July 30, 2012
POSITION TITLE:	Division Chief, Department of Toxic Substances Control, C. E. A	FINAL FILING DATE:	Friday, August 17, 2012
CEA LEVEL:	DIVISION CHIEF, DEPARTMENT OF TOXIC SUBSTANCES CONTROL, C.E.A. (3833)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$10,085.00 - \$11,120.00 / Month	BULLETIN ID:	07252012_1

POSITION DESCRIPTION

The Department of Toxic Substances Control (DTSC), Brownfields and Environmental Restoration Program (Cleanup Program) is responsible for establishing and implementing hazardous waste cleanup programs throughout California that protect public health and the environment. The Cleanup Program implements the State and Federal "Superfund" Programs and other legislatively mandated programs. DTSC is tasked with ensuring that all parties responsible for contamination conduct site investigations and cleanup actions that protect public health and the environment.

Under direction from the Deputy Director for the Cleanup Program, the incumbent provides supervision, information, coordination, and assistance to facilitate the cleanup of state, federal, and privately owned properties in California. The incumbent provides technical and policy direction guidance to promote cleanup of hazardous waste sites and also plans and coordinates other significant and major program-wide initiatives. Specific duties include:

- 1) Plan, coordinate, and direct the work of staff and managers. Implement technical and policy decisions regarding federal facilities, state facilities, military base and private site cleanups throughout California. Serve as the principal advisor to senior management on complex technical and policy issues related to site cleanup. Provide overall policy direction on emerging issues and develop proposals to refine elements of the program.
- 2) Manage and direct the administration of federal and state grant programs in support of the DTSC Cleanup Program.
- 3) Provide assistance to the Deputy Director in the development, coordination and collection of performance measures for the Cleanup Program, evaluation of staff and unit performance and the management and allocation of program budget resources and contracts consistent with performance measure objectives.

4) Provide support to the Deputy Director and Branch Chiefs on select high-priority cleanup projects. Represent management, and provide assistance to managers, in selection and training of staff, dispute resolution discussions with stakeholders on cleanup projects.

PLEASE NOTE: In addition to experience Patterns I and II below, there is an additional experience pattern under which candidates will have the ability to qualify:

Pattern III: Five years of broad and extensive experience in increasingly responsible professional positions in hazardous substances management, regulation, analysis or research, environmental research, monitoring, surveillance or enforcement or resource recovery. At least two years of the required experience must have been in a supervisory or management capacity at a level of responsibility equivalent to a Supervising Hazardous Substances Scientist II, Supervising Engineering Geologist, or Supervising Hazardous Substances Engineer II, and must have included responsibility for the following: substantial participation in development or implementation of environmental health or hazardous substances control research, monitoring or surveillance and enforcement policies or programs, or coordinating the work of a multidisciplinary environmental or hazardous material permitting, site clean up, or investigation staff.

MINIMUM QUALIFICATIONS

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be an employee of the Legislature for two or more consecutive years.

and

Either I

Two years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Scientist II, Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineer II.

Or II

Four years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Scientist I, Supervising Hazardous Substances Engineering Geologist I, or Supervising Hazardous Substances Engineer I.

and

Education: Equivalent to graduation from an accredited college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with 30 units or more in environmental, biological, chemical, physical, or soil science; environmental health; engineering, geology, engineering geology, or a directly related scientific or engineering field.

(Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or research recovery may be substituted for the required education on a year-for-year basis up to a maximum of two

years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in the science subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.)

(Possession of a master's degree in the subjects specified above or a directly related scientific or engineering field may be substituted for one year of the general experience. Possession of a doctorate in the subjects specified above or a directly related scientific or engineering field may be substituted for two years of the general experience.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration including fiscal, personnel management, and supervision; strategic planning development, implementation, and evaluation techniques; organization and functions of California State Government including the organization and practices of the Legislative and Executive Branches; Federal legislative, budget, and regulatory process; policy formulation, development, and evaluation techniques; State and Federal statutes and regulations regarding hazardous waste; developing and implementing hazardous waste programs related to hazardous waste cleanups, facility permitting, surveillance, enforcement, and other related support activities; media relations; Department's Affirmative Action Program and objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Provide leadership in accomplishing basic functions and strategic objectives; effectively plan, organize, direct, and coordinate a major public program of statewide scope; represent the State's hazardous waste management program before the highest levels of State and Federal Government, private industry, community, environmental groups, and before courts of jurisdiction; communicate effectively; analyze situations accurately and adopt an effective course of action; and effectively contribute to the Department's affirmative action objectives.

DESIRABLE QUALIFICATION(S)

Applicants will be screened on the basis of background and demonstrated management ability, with weight given to the ability to meet the following desirable qualifications, as well as possession of the minimum qualifications described above:

- 1) Managerial experience with demonstrated leadership, decision-making, entrepreneurship, and sound judgment in leading a group of multidisciplinary staff and a complex hazardous waste management issues. Experience that demonstrates the ability to effectively plan, organize, and balance multiple and conflicting priorities to achieve the highest-level outcomes, resolve operational issues and develop timely, effective, and cost effective solutions. Experience developing and managing a program budget and the allocation of personnel and other resources.
- 2) Ability to work as a team member and assist other Executive Staff members in achieving the mission and vision of the Department. Experience building internal and external coalitions to achieve common goals and resolve conflicts. Experience providing services to a broad external customer base.
- 3) Experience formulating and implementing policies and programs and resolving complex/controversial programmatic problems, utilizing innovative thinking. Emphasis will be placed on experience that demonstrates a working knowledge of DTSC's programs and future directions and that involves one or more of DTSC's core or support programs, as well as

cross-program experience.

- 4) Experience that demonstrates the ability to achieve results both personally and through others, including: developing and utilizing performance metrics, strategic plan development and implementation, team formation and leadership, and promoting a high-performance culture.
- 5) Experience that demonstrates the ability to lead change and model DTSC's values, including developing, motivating, inspiring and building trust with subordinate staff as well as mid-level managers in an organization undergoing significant changes in scope of work and organizational structure.
- 6) Well-developed interpersonal skills and ability to communicate effectively (orally and in writing) and experience that demonstrates the ability to represent DTSC's executive leadership team internally and externally, including representing DTSC in various forums with top-level management in the Administration, Legislature, private industry, federal and local government, environmental and community groups, and other DTSC constituencies.
- 7) Experience resolving conflict successfully and negotiating high-stakes issues.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination will be used to fill this position and may be used to fill subsequent vacancies for this position or other vacancies for this classification within the department, for a period of up to twelve months. The additional position title(s) are listed below:

Division Chief, DTSC, C. E. A. - Enforcement

The examination process will consist of an application and Statement of Qualifications review and scoring by an evaluation committee. The Statement of Qualifications will be used to evaluate your education, experience and ability with respect to the "Desirable Qualifications" and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The candidates with the most competitive experience and background may be scheduled for a qualifications appraisal interview. Alternatively, the eligible list may be established solely on the basis of the Statement of Qualifications scores. References may be contacted to verify knowledge, abilities, and experience. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the examination. The Director will make the final selection. Hiring interviews may be held at the discretion of the Director. All candidates will be notified of their results.

FILING INSTRUCTIONS

PLEASE NOTE: Resumes do not take the place of the Statement of Qualifications.

Interested applicants MUST submit:

- 1) A completed Standard State Application (STD. 678). The application MUST include "to" and "from" dates (month/year), former supervisors, time base, and civil service or class title. Applications without this information will be rejected from this examination.
- 2) A "Statement of Qualifications". The statement of qualifications MUST specifically describe the

candidate's state of preparedness, and include work related examples, relative to each of the desirable qualifications described above. In the statement of qualifications, the desirable qualifications MUST be addressed and numbered in the same order as is listed above. The statement of qualifications MUST not exceed four pages in length with a font equivalent in size to, or larger than, Arial 10 point. A statement of qualifications that does not conform to the specifications above may be given a disqualifying score.

3) Professional References. Applications without this information may be rejected from this examination.

Interested applicants must submit:

Applications must be submitted by the final filing date to:

DEPARTMENT OF TOXIC SUBSTANCES CONTROL , Human Resources
1001 I Street, PO Box 806, Sacramento, CA 95814
Joanna Doller | 916-327-6107 | jdoller@dtsc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF TOXIC SUBSTANCES CONTROL reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s3/s3833.txt>